

Software Quality Operational Readiness Review (ORR) Checklist

Date(s) of Assessment: _____ Project: _____

Assessor(s): _____ Review Examined: _____

		Y, N, NA	F, O	Comments
REVIEW PREPARATION				
1	Have standards been identified to clearly define the review process?			
2	Were guidelines used to prepare for the review?			
3	Has the project submitted any request for deviations or waivers to the defined process?			
4	Have entrance and exit criteria been established for the review?			
5	Was an agenda prepared and distributed in advance of the review?			
6	Was the review package provided with ample time to review?			
7	Were the appropriate stakeholders in attendance?			
REVIEW CONTENT				
8	Were the goals of the review and any review prerequisites provided?			
9	Was the review process addressed, including the method for capturing Requests for Action (RFAs), risks, or issues?			
10	Was status given on action items from the Acceptance Review?			
11	Was status included on action items from all previous software reviews?			
12	Are the pertinent stakeholders involved in approval of the review material?			
13	Was an overview of the software project/system provided (e.g., mission goals, key functionality, operational characteristics)?			

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14	Was a review/status of top-level requirements and derived requirements provided?			
15	Was the relationship of requirements to support provided (i.e., typical, critical, special or contingency)?			
16	Were organizational interfaces and responsibilities defined?			
17	Were operational support scenarios identified?			
18	Were the operational facilities (e.g., hardware environment, network) and their availability identified?			
19	Was status provided for all software components?			
20	Were test summary reports and overall performance results presented?			
21	Have all requirements been verified?			
22	Were any workarounds and non-functioning software components identified and documented?			
23	Was the operational problem escalation process presented?			
24	Was the operational emergency notification process identified including telephone contact numbers?			
25	Is there evidence that all software operations personnel are appropriately trained?			
26	Were security issues presented?			
27	Were safety issues presented?			
28	Are there any Configuration Management (CM) issues identified concerning the software operations?			
29	Is there evidence that the software is under CM control and change procedures are being implemented as specified in the CM Plan?			

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30	Is there evidence that all software procedures and associated documentation is under CM control and change procedures are being implemented as specified in the CM Plan?			
31	Is there evidence that software quality procedures are being implemented as specified in the SQ Plan?			
32	Has SQ completed all audits and reviews applicable to the software and the affected system?			
33	Are technical risks, mitigation plans, and issues documented with plans for tracking and closure?			
SOFTWARE DOCUMENTATION STATUS				
34	Does the review package address the status of software documentation as specified in the project plan?			
35	Are operational documents and contingency plans addressed in the review package?			
36	Was status provided for all system documentation (e.g., OPS and Maintenance Plans)?			
37	Was status provided for all interface documents with external organizations?			
POST REVIEW ACTIVITIES				
38	At the conclusion of the review is an understanding reached on the validity and degree of completeness of the Operational Readiness Review?			
39	Did all designated parties concur in the acceptability of the Operational Readiness Review?			
40	Are there any risks, issues, or request for actions (RFAs) that require follow-up?			
41	Is there a process in place for reviewing and tracking the closure of risks, issues, or RFAs?			

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42	Have all artifacts been placed under formal configuration control (e.g., review packages)?			
43	Were Lessons Learned addressed and captured?			
REFERENCE ITEMS/DOCUMENTS				
<i>IEEE Standard for Software Reviews, IEEE STD 1028-1997</i>				
<i>Managers' Handbook for SW Development, SEL-84-101</i>				
Review Definition – The ORR examines the actual system characteristics and the procedures used in its operation and ensures that all flight and ground hardware, software, personnel, procedures, and user documentation accurately reflect the deployed state of the system.				

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COMMENTS PAGE _____ **of** _____

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